



MO Charter Public School Commission

Pre-Opening Resource Guide

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Purpose of This Manual

The Missouri Charter Public Schools Commission has created the following manual to help support a successful opening of a charter school. The manual is intended to support the compliance aspects once a school has been approved by the State Board of Education. It is not intended to support the application process to the state, community engagement, staff hiring, or other aspects that schools need to engage in prior to opening.

Missouri Charter Statutes and Definitions

Source: Missouri Ethics Commission Website: www.mec.mo.gov

Statutes:

Charter schools, defined, St. Louis City and Kansas City school districts—sponsors—use of public-school buildings—organization of charter schools—affiliations with college or university—criminal background check required.

160.400. 1. A charter school is an independent public school.

...15. No member of the governing board of a charter school shall hold any office or employment from the board or the charter school while serving as a member, nor shall the member have any substantial interest, as defined in section 105.450, in any entity employed by or contracting with the board. No board member shall be an employee of a company that provides substantial services to the charter school. All members of the governing board of the charter school shall be considered decision-making public servants as defined in section 105.450 for the purposes of the financial disclosure requirements contained in sections 105.483, 105.485, 105.487, and 105.489.

Definitions:

105.450. As used in sections 105.450 to 105.496 and sections 105.955 to 105.963, unless the context clearly requires otherwise, the following terms mean:

... (6) "Decision-making public servant", an official, appointee or employee of the offices or entities delineated in paragraphs (a) through (h) of this subdivision who exercises supervisory authority over the negotiation of contracts or has the legal authority to adopt or vote on the adoption of rules and regulations with the force of law or exercises primary supervisory responsibility over purchasing decisions. ...be responsible for designating a:

Financial Interest Statements

105.483. Each of the following persons shall be required to file a financial interest statement:

... (12) Any person who is designated as a decision-making public servant by any of the officials or entities listed in subdivision (6) of section 105.450.

Designated Decision-making Public Servant

105.958. 1. The Missouri Ethics Commission shall notify each person whose name has been submitted to the commission by the designating agency as a designated decision-making public servant and who has been informed by the agency of such designation. The commission shall send written notification by postcard at least ninety days before the required filing date

of a financial interest statement pursuant to subdivision (12) of section 105.483.

2. If the designating agency fails to notify a person that their name has been submitted to the commission by the designating agency as a designated decision-making public servant, then the designating agency shall be responsible for any late filing fees assessed by the commission.

105.483 – 105.492 RSMo – Personal Financial Disclosure Statement Requirements

- Required to file Personal Financial Disclosure Statement (long form) w/MEC.
- Covers information for preceding year.
- Must include financial information for self, spouse, and any dependent children.
- Reports sources of income (no dollar amounts) and holdings
- Used to determine if any conflict exists between board member and the school.
- Can be filed on paper and mailed to our office (no e-mails or faxes) or filed electronically in MEC e-file system.
- Due May 1; \$10 a day late fee, after 30 days late fee jumps to \$100 per day with cap of \$6,000.
- New appointees must file within 30 days of appointment.

Steps:

1. MEC requests list of required filers from school each year
2. Schools log-in to MEC system to submit filer's information.
3. Schools notify filers of their filing requirement.
4. MEC mails notice to each filer with an ID and password to e-file.
5. Schools track filings in MEC system

RSMo 110.010 – Depositing Public Funds

Charter public schools need to take steps to comply with the security requirements for depositing public funds of RSMo 110.010 (also noted in the [Financial Accounting Manual](#)—see page A.5; charter schools are to manage their finances “consistent with” this manual per RSMo 160.405(4.)(4)). This law required public schools to deposit funds in accounts that are fully secured by the institutions.

This means that the \$250,000 of insurance provided by the Federal Deposit Insurance Corporation (FDIC) to your funds may not be sufficient. Schools can meet this requirement by having all public fund deposits insured to their full amount in a normal account or use a sweep account which is fully insured.

The Department of Elementary and Secondary Education (DESE) recently reviewed these requirements and informed auditors that schools should be in compliance or have a plan to come into compliance.

As a charter school sponsor, the Missouri Charter Public School Commission expects all its schools to be in compliance. If you have questions about how to meet this requirement, we encourage you to talk with your current bank, your CFO, or your external provider of accounting and financial service.

Pre-Opening Master Checklist

SECTION	Area of Review	3-6 months	1-Jul	1-Aug	1 week	Date Completed	EpiCenter	Walkthrough	Other	Additional detail on evidence	Notes
Curriculum & Instruction	Master schedule and staffing plan developed (annual calendar, school schedule, staffing plan)		X				X			All items uploaded to Epicenter; plan must adhere to all minimum requirements established pursuant to section 160.011, RSMo.	
Curriculum & Instruction	Needed instructional materials and supplies are ordered or on hand	X						X	X	Evidence of actual materials on hand or evidence materials have been ordered and will be delivered in time for school opening	
Curriculum & Instruction	School calendar is made available to the staff and public	X					X			Calendar is uploaded to Epicenter; includes evidence of board approval and adherence to required instructional hours	
Curriculum & Instruction	School class schedule is finalized and provisions have been made for them to be available to the staff and parents/students			X			X			All items uploaded to Epicenter	
Curriculum & Instruction	The number of hired teachers is adequate and their assignments match the staffing plan		X				X			Copy of staff roster including teaching assignments by grade level or specialty	
Curriculum & Instruction	Reading Assessment and Success Plan (Grades K-5)			X			X			Upload documentation of certification of plan meeting all requirements of RSMo 167.645, including protocol for assessing reading readiness, screening for dyslexia, development and implementation of reading success plans, and communication across all stakeholders	
Curriculum & Instruction	Needed instructional materials and supplies are appropriately distributed to classrooms at every grade level			X				X	X	Classroom walk through and/or photographs of classrooms	
English Language Learners	Appropriate staffing to serve English Language Learners enrolled		X				X			Signed contract(s) with certified ENGLISH LANGUAGE LEARNER staff to met the needs of the students enrolled OR a copy of the contract to provide these services	
English Language Learners	ELL Student Service Plan (Lau) has been adopted by the board			X			X			Plan uploaded to EpiCenter	
Facilities, Fixtures and Equipment	Appropriate Facilities that meet the requirements of the school are secured (must adhere to 160.400.2, RSMo location requirements)	X					X			Written, signed copy of the lease, purchase agreement and/or other such facilities agreement; Facility layout map	
Facilities, Fixtures and Equipment	All required commercial and liability insurance coverage stipulated in the charter is obtained		X				X			Certificate of Insurance	if facility is procured prior to July 1st, insurance must be effective on the date of occupancy.
Facilities, Fixtures and Equipment	Available space meets the requirement for the number of students to be served (classrooms, restrooms, special purpose space, etc.)		X					X			
Facilities, Fixtures and Equipment	Space is accessible to all students		X				X	X		Assurance that the facility conforms with applicable provisions for the American with Disabilities Act and any other federal or state requirements applicable to charter schools; if not currently compliant, a plan for meeting the needs of all students with reasonable accommodations must be provided	
Facilities, Fixtures and Equipment	A certificate of occupancy (or equivalent) is on file, as well as any other appropriate certificates of inspection or permits (zoning, land use, fire and safety, health)		X				X			Permits and certification documents	
Facilities, Fixtures and Equipment	School floor plans, aligned to the school safety plan, are submitted to the local police department			X			X			Plan and certification uploaded in EpiCenter	
Facilities, Fixtures and Equipment	Space is clean, well lit, furniture is in place, equipment installed and ready for students to arrive; entrance and egress from school is adequately controlled			X				X		Observed during walk-through	
Facilities, Fixtures and Equipment	Fire and Safety Inspection Completed		X				X			Documentation from Fire Marshal	
Facilities, Fixtures and Equipment	Health Inspection Completed		X				X			All relevant state and local health permits/documentation	
Facilities, Fixtures and Equipment	Systems are in place for student drop-off and pick-up			X				X		Written, detailed plan for drop-off and pick-up, including times and locations for before, during and after school	

SECTION	Area of Review	3-6 months	1-Jul	1-Aug	1 week	Date Completed	EpiCenter	Walkthrough	Other	Additional detail on evidence	Notes
Governance	Execute a management contract (if applicable)	X					X			Current management contract signed by management company and Governing Board and minutes from meeting approving the contract.	
Governance	Obtain IRS tax exempt status	X					X			IRS Tax Exempt Letters or evidence of application if not yet approved	
Governance	Acknowledgement of Non-profit status demonstrated in the Articles of Incorporation	X					X			Articles of Incorporation	
Governance	Adopted board policies and bylaws	X					X			Board adopted policies and bylaws, consistent with section 355.326, RSMo, including conflict of interest (pursuant to section 160.405 7.(1) RSMo), grievance process, code of ethics, and background check requirements	
Governance	Board of Trustees is established	X					X			resumes with contact information and confirmation that the membership meets all requirements within the charter contract (size, quorum, competencies, etc.)	
Governance	Evidence of Board of Trustee meeting compliance and completion of all mandatory training	X					X			Meeting minutes from last board meeting, no longer than 60 days before first day; Evidence of board training completion	
Governance	Criminal back ground checks and family registry checks on all board members completed	X					X			Verification Letter	
Governance	Missouri Ethics Commission reports filed	X					X			Verification Letter	The new charter school LEA must register with the Missouri Ethics Commission within 30 days of your approval by the State Board of Education. You will need a list of the names and addresses of all board members. You will need to grant access to the sponsor to view filing information. If you have questions, please contact Joyce Baker at (573) 751-2020. Each board member must also file financial disclosures within the first 30 days of approval of the charter school application by the State Board of Education.
Governance	The school's charter application, agreement and performance contract are posted on school's website	X						X		Link to documents; must meet all requirements within sections 610.010 to 610.030, RSMo	
Governance	Plan for school leader and/or management company evaluation is developed		X					X		Provide school leader and management company evaluation plan	
Governance	Names and contact information of board members are on school's website	X						X		Website link	
Governance	Board adopts policies concerning students health records (access, storage, management charged with establishing procedures, informing parents and staff of procedures)	X					X			Board policy	
Governance	Board adopts policies on transportation services for students with disabilities and for homeless students	X					X			Board policy	
Governance	Board policy on the administration and consumption of medication at school	X					X			Board policy	
Governance	Board approved personnel policies	X					X			Board policy	
Governance	Board meeting Calendar provided to MCPSC	X					X			uploaded to EpiCenter	
Governance	Board members visit another high performing charter school board meeting as part of board development	X						X		List of meetings board members attended and/or report out from board members on observations in meeting minutes	Suggested best practice

SECTION	Area of Review	3-6 months	1-Jul	1-Aug	1 week	Date Completed	EpiCenter	Walkthrough	Other	Additional detail on evidence	Notes
Management	Administrative and staff Plan with Titles		X				X			Administrative Staff Plan including titles and designation of "senior management" and confirmation that all key leadership roles in the school are identified and filled or adequately covered	
Management	Head of School Hired	X					X			Head of school contact information added to EpiCenter	
Management	Established staffing plan for administrative and instructional roles	X		X			X			Updated organization chart with specific names and designated roles	
Management	Annual student assessment calendar		X				X			Upload assessment calendar and list of assessments used by grade level, aligned with assessments identified in the charter application	
Management	Plan for teacher and staff evaluation is developed and shared with staff		X					X		Provide staff evaluation plan.	
Management	Multi-Tiered Systems of Support (MTSS) plan			X				X		Provide MTSS documented plan, inclusive of academic and behavioral supports	
Management	Staff policies and procedures for serving special education students is available to staff		X				X			Special Education Policy and Procedures and Description of how policy and procedures was shared with staff (handbook)	
Management	Staff policies and procedures concerning students health records is available to staff		X				X			Student Health Record Policy and Procedures and Description of how policy and procedures was shared with staff (handbook)	
Management	Title I Plan approved by board		X				X			Copy of Title I plan approved by board	
Management	Appropriate staff signed up for appropriate DESE listservs	X		X				X		verification from leadership	https://dese.mo.gov/communications/listservs
Management	Appropriate Staff have access to MOSIS	X		X				X		Verification from leadership team that PIN code has been received from Charter School office and MOSIS access request form has been submitted	
Management	Appropriate Staff have access to DESE Web portal (web apps and MCDS). And MCPSC staff have been given appropriate level access.	X		X				X		Verification from leadership team the ePeGs Security Form and the DESE Web System User ID request forms have been submitted	https://dese.mo.gov/sites/default/files/dac_forms/MO5003067.pdf https://dese.mo.gov/sites/default/files/dac_forms/MO5002377.pdf
Management	School's Plan for when teachers are absent		X				X			School's plan for contracting with substitute teachers and process for teachers to request leave	
Operations	Request LEA/attendance center from DESE	X						X		verification from leadership form submitted to DESE to generate county/district/building codes	https://dese.mo.gov/sites/default/files/dac_forms/MO5003067.pdf
Operations	Register for EIN, DUNS, and UEI (sam.gov system)	X						X		Provide verification of sam.gov registration acceptance and UEI	https://www.dnb.com/duns/get-a-duns.html https://sam.gov/content/home
Operations	Confirm accuracy of school address in MOSIS and provide verification via letter to DESE Finance		X					X		Provide verification of letter including school address	https://dese.mo.gov/data-system-management/core-datamosis
Operations	School safety plan including written, detailed plans for responding to emergencies (fire drills, emergency evacuations, etc) is adopted.		X				X	X		Emergency Plans Emergency Drill Schedule; appropriate exit signage, fire extinguishers, etc. are observed during walk-through	
Operations	Protocol for securing staff personnel files is in place.		X					X		Observed during walk-through	
Operations	Criminal back ground checks and family registry checks on all hired employees			X			X			Verification Letter	
Operations	Teacher Certification			X				X		Copies of all valid Missouri teacher's licenses listing certification areas or proof that an individual is in the process of obtaining or proof of compliance with statutory exemption-certification of MOSIS screen 18 submitted; hires meet the 20% threshold for non-certified personnel	
Operations	Food Service arrangements have been made and appropriate inspections completed			X			X			food service license/health permits	
Operations	Appropriate provisions have been made for supplemental transportation of students if any are to be provided (students with disabilities, homeless students, etc.)			X			X			Copy of agreement with supplemental transportation services-transportation plan or federal plan requirements	
Operations	State and Federal Employment Posters are posted appropriately			X				X		Observed during walk-through	
Operations	Background checks for all vendors who interact with students or visit the building (includes but not limited to transportation and food service)			X			X			vendor provides assurance that drivers and delivery folks have had criminal background checks	
Operations	Appropriate Safe School signage (school zone/speed limits, crosswalk, etc.)				X			X		Evidence that the appropriate municipal department has been contacted to install school zone/speed limits, crosswalks and safe school signs	
Operations	Parent and student handbook includes policies and procedures for administration and consumption of medication at school; immunization or exemption of immunization.			X			X			Parent and Student Handbook	
Operations	Detailed plans for preparation and response to emergencies are posted in the school and in each classroom				X			X		Observed during walk-through	

SECTION	Area of Review	3-6 months	1-Jul	1-Aug	1 week Date Completed	Epicenter	Walkthrough	Other	Additional detail on evidence	Notes
Operations	Written plan for the provision of required student health services (i.e. hearing and vision screenings, etc). Plan should include internal practices and procedures for monitoring student health needs and procedures for administration of medication			X			X		Evidence that health services are available as required including locked cabinets for medicine	
Operations	Student data system is in place and all staff have access and are adequately trained on use of the system			X			X		Leadership verification of system setup and demonstration (if requested); confirmation of alignment with performance metrics	
Operations	Student Information System in place and staff trained	X				X	X		Evidence of SIS and documentation of staff training	
Operations	Procedures are in place for creating, storing, securing and using student academic, attendance, and discipline data and records	X				X			Evidence of SIS and Policies that align with FERPA	
Operations	Complaint Resolution Process is in place and shared with staff, parents and students		X			X			Parent and Student Handbook Staff Handbook	
Operations	If providing transportation for all students appropriate contracts and plans are in place	X					X		transportation contract and pickup/dropoff schedule	
Operations	Employment Policies have been established and are available to teachers and staff		X			X			Staff Handbook and Evidence copies of the handbook and policies have been distributed to staff	
Parent/ Community	Student and parent (guardian) handbook containing specific policies on discipline (suspension and expulsion), promotion, rights of the students, rights to attend board meetings, and grievance procedures is completed	X				X			Parent and Student Handbook; must meet all applicable requirements of section 160.261	
Parent/ Community	Student and parent handbooks is made available to parents, potential parents, students			X		X			Description of how Parent and student handbook was shared with parents, potential parents and students (website link, copy of email communication, etc.)	
Parent/ Community	Parent and student handbook includes policies and procedures for transportation			X		X			Parent and Student Handbook	
Parent/ Community	School policies and procedures concerning students health records is available to parents in handbook			X		X			Parent and Student Handbook	
Parent/ Community	Background checks for all volunteers			X		X			Verification Letter	
Special Education	Appropriate teaching staff to serve Special Education Students enrolled		X			X			Signed contracts with special education teaching staff that meets licensing requirements as TEACHER OF RECORD	
Special Education	Appropriate staff to meet the services outlined in IEPs of enrolled Special Education Students		X			X			Signed contract(s) with certified SPECIAL EDUCATION STAFF, speech and language therapists, occupational and physical therapists, and/or any other staff as required to meet the needs of the students enrolled OR a copy of the contract to provide these services	
Special Education	Compliance plan approved by board (RPDC Consultant can be used as a resource for this item)		X			X			Copy of approved Compliance Plan	
Special Education	Provisions have been made for assessing and serving students with disabilities	X				X			Contracts with staff certified to provide specialized instruction and related services or evidence of contracted services	

SECTION	Area of Review	3-6 months	1-Jul	1-Aug	1 week	Date Completed	EpiCenter	Walkthrough	Other	Additional detail on evidence	Notes
Student Enrollment	Student recruitment and enrollment policies to ensure decisions in a nondiscriminatory manner and without regard to race, color, creed, national origin, sex, marital status, religion, ancestry, disability or need for special education services.	X					X			Upload of enrollment policies into EpiCenter, including student application	
Student Enrollment	Establish admissions and enrollment preferences as approved in the charter (age group, grade level, gender, sibling eligibility, employment eligibility, geographic area, free/reduced lunch status, etc.)	X					X			Upload of enrollment policies into EpiCenter	
Student Enrollment	Student records (if applicable) have been requested and/or received				X			X		Confirmation by school leadership; noted in student roster	
Student Enrollment	Student recruitment strategy and enrollment tracking and reporting	X	X	X			X	X		Provide enrollment strategy and upload enrollment numbers into EpiCenter	
Student Enrollment	Documents pertaining to the lotteries held	X					X			Documentation of notice of lottery and procedures followed for lottery	
Student Enrollment	Student Application	X					X	X		Documentation application is available (link on website, description of how it is shared with families)	
Student Enrollment	Student enrollment procedures, including application deadlines, capacity by grade level, enrollment limitations as allowed by statute, lottery procedures are in policy adopted by the board	X					X			Enrollment policy and manual	
Student Enrollment	Student Residency				X		X			All students enrolled have provided proof of residency	
Student Enrollment	Enrollment Procedures to identify students with disabilities, English Language Learners, homeless	X					X			Copy of enrollment procedures	
Student Enrollment	Student records, including records for students with special needs, have been received or requested			X	X			X		documentation of records request	
Student Enrollment	Student enrollment statistics, including number currently enrolled (by subgroups), number of students on wait list (by subgroups) have been presented to the board	X	X	X	X		X			Board minutes and regular enrollment updates	
Student Enrollment	Student roster is available to teachers				X			X		Student Rosters	
Student Enrollment	Students enrolled are entered into MOSIS				X			X		Assurance document	
Student Enrollment	Locked storage and/or secured electronic storage for student academic, attendance, discipline, test records				X			X		Observed during walk-through	
Student Enrollment	Locked and separate storage OR secured and separate electronic storage of all student health records				X			X		Observed during walk-through	

Pre-Opening Meeting Timeline

This is intended to be a sample of the meetings that will take place between school personnel and MCPSC staff. This is subject to change based on a variety of factors related to pre-opening.

Timeline	Format	Participants	Topics
After SBOE approval	Email	School Leader Board	• Contact information (school address, board and school leaders name, address, email, and position) • Missouri Ethics Commission submissions • Request a county district code
Within 30 days of SBOE approval	Conference Call	School Leaders Board Chair	• Pre-opening timeline • Pre-opening checklist • EpiCenter Submissions
January	In person (including board meeting)	School Leader Board	• Attend board meeting • Facilities • Budget/fundraising • Teacher recruitment • Student Recruitment • Governance • Pre-opening checklist and EpiCenter submission check in
March	In person	School Leader Board chair	• Building must be secured • Enrollment • Pre-opening checklist progress • EpiCenter submissions
90 days before opening (May)	Conference Call	School Leader Board chair	• Enrollment • Pre-opening checklist progress • EpiCenter submissions
60 days before opening (mid-June)	Conference Call	School Leader Board Chair	• Enrollment • Pre-opening checklist progress • EpiCenter submissions • Annual EpiCenter submissions released
30 days before opening (mid-July)	In person (including board meeting)	School Leader Board	• Enrollment • Pre-opening checklist progress • EpiCenter submissions • Accountability - what is the board's plan
1 week before	In person (building walk through)	School Leader Board Chair	• Enrollment • Pre-opening checklist progress • EpiCenter submissions • Walkthrough checklist • Letter of Approval to Open
First Board meeting Post opening	In person	School Leader Board	• Regular monitoring

Compliance Submission Requirements and Sample Due Dates

Enrollment Policy and Materials	12/28/24
Professional Liability Insurance Policy	12/31/24
Charter Agreement	1/1/25
Charter Contract and Performance Agreement	1/1/25
Lottery Policy and Procedures	1/2/25
Student Application	1/2/25
Board Member Background Check Verification Letter	3/1/25
Board Member Resume/Application	3/1/25
Board Roster	3/1/25
Projected FY Budget	3/1/25
Proof of Facility	3/1/25
School Recruitment Policy	3/1/25
Pre-Opening Board Policy Certification	4/2/25
Articles of Incorporation/Non-Profit Status	4/30/25
Bylaws	4/30/25
Lottery Notice	4/30/25
Board Member Personal Finance Disclosure	5/1/25
Established Bank Account and Signatories	5/30/25
EFT and Vendor Form Submission (DESE)	6/30/25
Title I Plan	6/30/25
Year 1 School Calendar	6/30/25
501(c)3 Evidence	7/1/25
Board Meeting Calendar	7/1/25
Board Training	7/1/25
Building ADA Compliance	7/1/25
Certificate of Occupancy	7/1/25
Contracted Services	7/1/25
Enrollment Update	7/1/25
Facilities Agreements	7/1/25
Federal Tax-Exempt Status	7/1/25
Financial Policies & Procedures	7/1/25
Homeless Children	7/1/25
Insurance Coverage	7/1/25
Management Agreement	7/1/25
MO Tax Exempt Letter	7/1/25
Payroll Deductions Compliance Verification	7/1/25

Personnel Policies	7/1/25
Retention of Records Policy	7/1/25
Retirement System Registration	7/1/25
School Contacts Update Certification	7/1/25
Special Education Compliance Plan	7/1/25
Student Health Records	7/1/25
Student Information System	7/1/25
Substitute Plans	7/1/25
Transportation Services/Students with Disabilities/Homeless	7/1/25
Monthly Financial Report	7/15/25
Student Residency- Certification	7/16/25
Pre-Opening Instructional Materials and Supplies	7/30/25
English Language Learner Staffing	7/31/25
Master Schedule & Staffing Plan	7/31/25
Safety Plan Certification	7/31/25
Special Education Staffing	7/31/25
Staff Handbook	7/31/25
Staff Roster	7/31/25
Annual Inventory	8/15/25
Background Checks Completion - Staff	8/15/25
Background Checks Completion - Volunteers	8/15/25
Building Floor Plan Submitted to Local Police Department	8/15/25
ELL Student Service Plan (Lau)	8/15/25
Fire/Safety Inspection	8/15/25
Food Service License	8/15/25
Health Inspection	8/15/25
Monthly Financial Report	8/15/25
MTTS Plan	8/15/25
Organizational Chart	8/15/25
School Leader and ESP Evaluation Plan	8/15/25
School Safety and Emergency Plan	8/15/25
Selection of Auditor	8/15/25
Service Contractors- background checks	8/15/25
Staff Evaluation Plan	8/15/25
Student Class Schedule	8/15/25
Student/Parent Handbook	8/15/25
Enrollment Update	9/29/25
Annual Financial Audit	12/31/25
Board Member Updated Certification	12/31/25

Pre- Opening Meeting Agenda

The following sample agenda will be used during the first meeting between Commission staff, the school leader, and the board following approval from the State Board of Education.

Agenda

1. Introductions
2. Goal
 - a. Successful school opening
3. Expectation Setting
 - a. Frequency of meeting with Commission staff
 - b. EpiCenter compliance
 - c. Communication expectations
4. Governance Expectations
 - a. Monthly check ins between Commission staff and the board chair
5. Updates on:
 - a. Building
 - b. Teachers
 - c. Enrollment
6. Support Available
 - a. MCPSA
 - b. Opportunity Trust/School Smart KC
 - c. Other
7. DESE
 - a. Ensure connection to appropriate staff
8. Post Opening Expectations
 - a. Monitoring and oversight
 - b. Compliance items aligned to statute
 - c. Site visits
 - d. Post opening visit scheduling

Pre-Opening Walk-Through Checklist

MCPSC staff will conduct a walk through prior to the first day of school. These items must be verified before the school is given the final approval for opening. Items are subject to change. A final list will be provided prior to scheduled walk through.

Number	Item	Evidence
1	Needed instructional materials and supplies are ordered or on hand	Evidence of actual materials on hand or evidence materials have been ordered and will be delivered in time for opening
2	Needed instructional materials and supplies are appropriately distributed to classrooms	Classroom walk through and/or photographs of classrooms
3	Available space meets the requirement for the number of students to be served (classrooms, restrooms, special purpose space, etc.)	
4	Space is accessible to all students	Assurance that the school is ADA compliant or if not, how the school will meet the needs of all students with reasonable accommodations.
5	Space is clean, well lit, furniture is in place, equipment installed and ready for students to arrive; entrance and egress from school is adequately controlled	Observed during walk-through
6	detailed plan for drop-off and pick-up, including times and locations for before, during and after school	Discussed during walk through
7	Appropriate Safe School signage (school zone/speed limits, crosswalk, etc.)	Evidence that the appropriate municipal department has been contacted to install school zone/speed limits, crosswalks, and safe school signs
8	Detailed plans for prepare and responding to emergencies are posted in the school and in each classroom	Observed during walk-through
9	Written plan for the provision of required student health services (i.e., hearing and vision screenings, etc.). Plan should include internal practices and procedures for monitoring student health needs and procedures for administration of medication.	Evidence that health services are available as required including locked cabinets for medicine
10	Locked storage and/or secured electronic storage for student academic, attendance, discipline, test records	Observed during walk-through
11	Locked and separate storage OR secured and separate electronic storage of all student health records	Observed during walk-through
12	Protocol is in place to secure petty cash and any school credit cards	Observed during walk-through
13	Protocol for securing staff personnel files is in place	Observed during walk-through

14	All staff files have evidence of required background checks	Observed during walk through
15	Appropriate exit signage, fire extinguishers, etc. are in place	Observed during walk-through
16	American Flag is displayed on outside of building	Observed during walk through
17	Legally required signage is posted in appropriate locations (food service, child abuse hotline, etc.)	Observed during walk through

Missouri Automated Criminal History System (MACHS)

Once the school is officially approved, DESE (charter office) will notify MACHS so they can register you for what's called an ORI number. Your school must be listed on DESE's approved charter school list before MACHS will send the required paperwork. This step can take 4-6 months. Once you have your ORI, you'll need to submit your paperwork. They said they won't give out the paperwork to complete until you have your ORI.

MACHS is required for all board members, teachers, and staff. The cost is \$41.75 per person.

Results must be received by the school (i.e. no transferring results from another institution).

Applicants can pre-register at machs.mo.gov and then go in person to an approved [IdentoGo location](#).

[Click here for additional information on the Missouri Automated Criminal History System.](#)

Family Care Safety Registry Procedure for Charter Schools

1. New Charter Schools need to call 866.422.6872 to register the school.
2. Employees need to fill out the [Worker Registration Form](#) to have in the HR file at the school. (FCRO could request to see it at some point in time.)
3. Then go to the [Is this Person Registered](#) tab to see if the employee is already in the system.
4. If they are not in the system, they said there will be an option to continue.
5. The quickest way to get the employee results from the registry is to call 866.422.6872.
 - a. You can sign up [online](#), but you have to use it every month or it removes you from the system.
 - b. If you do the online check, they recommend that you have two people as they do not want people sharing passwords.

[Click here for more information on How to Become an Online FCSR Online User](#)

[Click here for more information for 1st Time Users Instructions](#)

DESE Requirements for Enrollment

Statute **167.020**, of the Revised Statutes of Missouri (RSMo), states that a child is entitled to attend school where the child resides and is domiciled, and that "the domicile of the minor child shall be the domicile of the parent or court-appointed legal guardian..."

Source - <https://dese.mo.gov/financial-admin-services/school-governance/residency/residency-student-enrollment>

Whoever is registering a student under the age of 18 must demonstrate that the student lives in the district and is domiciled there. The domicile of the student shall be that of the student's parent, military guardian pursuant to a military guardianship, or court-appointed legal guardian.

- A district may request proof of residency from the registrant, which may be verified by the following:
- A signed statement or affidavit relating to residency.
- Lease or rent receipts; or
- A copy of an occupancy permit where appropriate.
- A person registering a child who resides in the district but who is not living with a parent, military guardian, or court-appointed legal guardian, may request a **waiver of proof of residency** at the time of registration. A school district should not require a court-ordered **guardianship** before enrolling a child who is not living with a parent.

Source: <https://dese.mo.gov/financial-admin-services/school-governance/residency/determining-residency>

Sample Guardian Submission Documents

The following is a sample of what many schools require guardians to submit:

- Birth Certificate: issued by Bureau of Vital Statistics – baptismal/hospital certificates are not acceptable. Not being able to produce a birth certificate CANNOT exclude a student from enrollment.
- Proof of Residency: The student must reside with their legal guardians (proof is required) and must provide ONE item from each list as proof of residency:
 - List A Documents:
 - Deed/Closing Statement
 - Mortgage Statement dated within 30 days of the date of submission.
 - Unexpired lease/rental agreement signed by landlord and tenant and includes the address, apartment number and date of rental.
 - List B Documents:
 - Occupancy permit from City Hall – Parent/Guardian must be the primary applicant.
 - Utility bill (gas/electric/water/sewer) – dated within 30 days of the date of submission for verification and including the name, service, and mailing address.
 - Real estate tax receipt dated within 1 year of the date of submission.
 - Personal property tax receipt dated within 1 year of the date of submission.
 - Declaration of Homeowners Insurance
 - Immunization Record: Missouri law states that your child will be excluded on the first day of school if you do not have proof of your child having had these immunizations requirements.
- Academic Records: including grades (transcript/report cards), test scores, discipline, and attendance – for grades 1-12 only.
- Special Education / 504 Records: (IEP, psychological/ diagnostic evaluation)
- Legal Documents / Court Orders: A copy of the section of the dissolution decree (not the petition) which stipulates custody in cases of parent divorce.

Pre-Opening Governance Support

The Commission provides each board chair coaching and each board training and support between 01/15 and 06/30 of their opening year through a partnership with Tandem Learning. Specifically Tandem Learning will support the following:

I. BOARD COMPLIANCE

As a group, the board must understand its legal obligations and commitments. The board must also have and use a set of foundational documents that enable it to operate in a way that is legally compliant. These are manifest in having at a minimum:

- 501(c)(3) status
- Bylaws
- Board governance training for all members
- Rules for conducting meetings and making decisions (i.e., Robert's Rules or other)
- Required policies
- Compliance with open meetings including adequate notice and posted agendas, meeting minutes, etc.

II. INDIVIDUAL BOARD COMMITMENTS

As individuals, it is important for board members to have consensus around their individual commitments to the organization with respect to time and money. The board should adopt a set of expectations related to the following individual commitments:

- Knowledge of and commitment to the school's mission and goals
- Meeting attendance and overall time commitment expectations
- Financial contribution (dependent on board expectations)
- Committee and other board contributions between meetings
- School engagement (e.g., activities per year)

III. DEVELOPING THE STRUCTURE

As a group, the board needs to have a defined structure for executing their core responsibilities. For a startup board, many of these responsibilities, such as academic accountability, will not become tangible until well after they have begun meeting. One of the board's primary responsibilities, however, should already be in progress including establishment of a board work structure and on defined expectations for school leader performance. Tandem will work with the board chair, school leader, and the board as a whole to:

- Implement effective practices for full board meetings.

- Develop a committee structure and responsibilities for essential responsibilities (governance, finance, academic accountability).
- Understand the board's priorities and expectations for the school leader.
- Understand the board's current assessment of the school's leader's primary strengths and opportunities to improve; and
- Develop a school leader evaluation instrument that the board will adopt for use in the first two years.

If your board is able to successfully make progress on the three phase above, Tandem is available to support deeper implementation work, through the end of June.

Possible IV. IMPLEMENTING THE STRUCTURE

Effective implementation of the board structure requires ongoing refinement of board meeting practices as well as the development of committee work. For boards that are positioned to engage in Stage 4 work, Tandem will prioritize development of strong school leader-board working relationships and board decision-making through

- Clarifying board and school leader roles and responsibilities.
- Defining committee roles and responsibilities; and
- Developing committee meeting practices and reporting to the full board.

School Document Resources

Child Abuse Resources

Statute on child abuse hotline posting: (Section 160.975, RSMo). DSS also has posters on their website you can print (on the bottom of the following page)

<https://dss.mo.gov/cd/keeping-kids-safe/can.htm>

Emergency Resources

Fire/Tornado Drill Record:

<https://dese.mo.gov/sites/dese/files/media/pdf/2021/08/mo500-3310-fire-tornado-drill-record.pdf>

FEMA's Guide for Developing High-Quality School Emergency Operations Plans:

https://rems.ed.gov/docs/School_Guide_508C.pdf

School Zone Signage

City of St. Louis:

Jamie Wilson - Street Director 314-706-8469

Frequently Asked Questions

Q: What happens if a guardian doesn't have one of the enrollment records required for the student? For example, what happens if a family (i) didn't keep good immunization/health records or (ii) refuses to immunize their child? Is the school required to refuse that child?

A: Review this link and see the attachment.

<https://health.mo.gov/living/wellness/immunizations/schoolrequirements.php>